



Grants Guide for New York's 4th Congressional District

Office of Congresswoman Carolyn McCarthy

Federal Grant Facts

- Over 1,300 programs administered by 54 federal agencies are available to states, municipal governments, and organizations.
- Funds are awarded through a statutory formula or a competitive process.
- Formula grants are usually awarded to states or cities on a noncompetitive basis. Formula grants are usually based on an area's population, poverty, and housing statistics.
- Competitive grant proposals are evaluated to determine which applicants have the potential to meet and exceed the program requirements specified in the grant announcement.

Federal Grant Facts

- Federal grants are made available throughout the year.
- Typically, grant application deadlines are set about one month from the date of the grant's announcement.
- Word of funding approval is announced three to nine months following a proposal's submission.
- Subgrants are allocated to municipalities and organizations by states having been awarded federal funds. Grant seekers should apply to the appropriate state agency to receive funding. Most "block" or "formula" grants are distributed in this manner.
- Some federal grant programs allow organizations to apply for subgrants directly, provided the organization's home state does not apply for the grant itself.

Finding Federal Grants

Catalog of Federal Domestic Assistance www.cfda.gov



The screenshot shows the CFDA website homepage. At the top left is the CFDA logo with the text "The Catalog of Federal Domestic Assistance". To the right is a navigation bar with links for "FAQ", "Privacy", "Feedback", "About The CFDA Website", and "Search". Below the logo is a banner for "The Events of September 11th" with a red ribbon icon and links for "Assistance Programs relating to recovery/response" and "U.S. Government Resources for the events of September 11th". The main content area is divided into two columns. The left column is titled "Features" and lists: "Types of Assistance", "Applying for Assistance", "Writing Grant Proposals", "Top 10% Program List", "All Programs Listed Numerically", "Formula Report", and "Historical Index". The right column is titled "The Catalog of Federal Domestic Assistance (CFDA)" and lists: "First Time User's Guide" (What this website can and cannot do for you.), "Browse The Catalog" (Additional resources for applying for assistance.), "Find Assistance Programs" (Find assistance programs through a variety of search mechanisms.), and "CFDA June 2002 Print Edition." At the bottom, a footer states "The online Catalog of Federal Domestic Assistance gives you access to".

The Catalog (CFDA) is published twice a year by the General Services Administration. CFDA describes the 1,400 federal grants and non-financial aid programs executed by the federal government's departments and agencies.

CFDA helps users identify programs meeting their specific funding needs. CFDA intends to improve coordination and communication between the federal government and state and local grant applicants.

Finding Federal Grants

Federal Funding Reports

<http://www.house.gov/ffr/welcome.html>

Federal Funding Reports

[About the Federal Funding Reports](#)

Issues available online:

- [Volume 13, Number 01 \(January 06, 2003 through January 10, 2003\)](#)
- [Volume 13, Number 01 in WORD format](#)
- [Volume 12, Number 33 \(December 23, 2002 through December 31, 2002\)](#)
- [Volume 12, Number 33 in WORD format](#)
- [Volume 12, Number 32 \(December 09, 2002 through December 20, 2002\)](#)
- [Volume 12, Number 32 in WORD format](#)
- [Volume 12, Number 31 \(December 02, 2002 through December 06, 2002\)](#)
- [Volume 12, Number 31 in WORD format](#)
- [Volume 12, Number 30 \(November 12, 2002 through November 22, 2002\)](#)
- [Volume 12, Number 30 in WORD format](#)
- [Volume 12, Number 29 \(October 25, 2002 through November 08, 2002\)](#)
- [Volume 12, Number 29 in WORD format](#)
- [Volume 12, Number 28 \(October 15, 2002 through October 25, 2002\)](#)
- [Volume 12, Number 28 in WORD format](#)
- [Volume 12, Number 27 \(September 30, 2002 through October 11, 2002\)](#)

The online Federal Funding Report is a weekly compilation of items published in the Federal Register which affect Federal Domestic Assistance Programs.

The summary consists of three sections: (1) Federal Register Summary, (2) Early Warning Grants Report, and (3) Disaster Loan Applications.

Finding Federal Grants

TGCI: The Grantsmanship Center www.tgci.com

www.tgci.com

- [Table of Contents](#)
- [Today's Summaries](#)
- [Archives](#)

TGCI's Federal Register Grant Information

Grant Announcements for Wednesday, February 5, 2003

- **DEPARTMENT OF AGRICULTURE**- Rural Housing Service; Notice of Timeframe for the Section 514 Farm Labor Housing Loans and Section 516 Farm Labor Housing Grants for Off-Farm Housing for Fiscal Year 2003, Correction.
- **DEPARTMENT OF EDUCATION**- Institute of Education Sciences; Notice inviting applications for grants to support education research for fiscal years 2003, Correction.

The Center provides each day's federal grant announcements online.

The Federal Register Archives section includes grant announcements going back one year and notices updating the latest Catalog of Federal Domestic Assistance.

Finding Federal Grants

U.S. State and Local Gateway www.statelocal.gov



The screenshot shows the homepage of the U.S. State and Local Gateway. At the top, it features the 'FIRSTGOV.gov' logo with the tagline 'The U.S. Government's Official Web Portal'. Below the logo is a navigation bar with links for 'FirstGov Home', 'About Us', 'Help', 'Site Map', and 'For Kids'. A search bar is prominently displayed, allowing users to search for 'Federal', 'State', or 'Both' information. The main content area is titled 'Government Gateway' and includes a date stamp of 'February 6, 2003'. The primary focus is on 'State and Local Employees', with a sub-header 'Federal, state and local governments work closely to strengthen the delivery of services to American citizens. As a state or local government employee, this is your resource for information, and services that will help you in your job.' To the left, there is a sidebar with several categories: 'Agencies' (A-Z Index, Federal Branches, State, Local & Tribal, International), 'Contact Government' (e-Mail, Phone, In-Person, More), and 'Reference' (News Releases, Federal Forms, Laws & Regulations, Questions About Government?, More). Other visible links include 'Citizen Gateway', 'Business Gateway', 'News and Networking', 'Online Services', 'Statistics at the State and Local Levels', 'Grants and Financial Management', 'Disasters and Emergencies', 'Technology, Science and Innovation', and 'Public Safety and Law'.

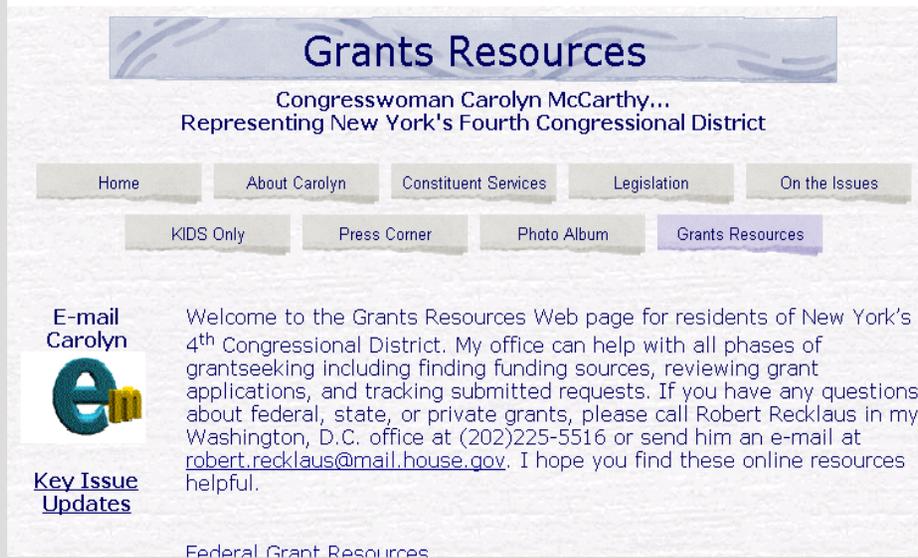
The Gateway gives state and local governments easy access to federal government information.

The site includes federal partnership links for states, city management, counties, legislatures, governors, cities, and mayors.

Finding Federal Grants

Congresswoman McCarthy's Web site

www.house.gov/carolynmccarthy



The screenshot shows the 'Grants Resources' page. At the top, it says 'Grants Resources' in a blue banner, followed by 'Congresswoman Carolyn McCarthy... Representing New York's Fourth Congressional District'. Below this is a navigation menu with buttons for 'Home', 'About Carolyn', 'Constituent Services', 'Legislation', 'On the Issues', 'KIDS Only', 'Press Corner', 'Photo Album', and 'Grants Resources' (which is highlighted in purple). On the left, there is an 'E-mail Carolyn' section with a blue 'e' icon and a 'Key Issue Updates' link. The main text area contains a welcome message and contact information for Robert Recklaus.

Grants Resources
Congresswoman Carolyn McCarthy...
Representing New York's Fourth Congressional District

Home About Carolyn Constituent Services Legislation On the Issues
KIDS Only Press Corner Photo Album Grants Resources

E-mail Carolyn

Key Issue Updates

Welcome to the Grants Resources Web page for residents of New York's 4th Congressional District. My office can help with all phases of grantseeking including finding funding sources, reviewing grant applications, and tracking submitted requests. If you have any questions about federal, state, or private grants, please call Robert Recklaus in my Washington, D.C. office at (202)225-5516 or send him an e-mail at robert_recklaus@mail.house.gov. I hope you find these online resources helpful.

Federal Grant Resources

The Grants Resources area of my Web site provides links to every federal department's online grants page and information on finding state and private grants.

How my office can help

- Research specific grant opportunities for your organization.
- Provide notification of grant announcements and requests for proposals suiting your organization's funding needs.
- Review grant proposal, provide proposal writing tips, and help develop strategies for pursuing federal, state, corporate, and private foundation grants.
- Track submitted grant proposals and requests.
- Write endorsement and introductory letters.
- Put grant seekers in touch with contacts from federal departments and agencies, state agencies, and private grant making organizations.

Tips for Preparing a Grant Proposal

- **Follow Directions!** The most common reason a proposal is rejected is failure to follow the grant guidelines provided by the grant making agency or organization.
- **Address all project elements** mentioned in the grant announcement and program guidelines.
- **Explain the goals and objectives of your request in specific terms.** Use clear, concise language. Avoid rhetoric and jargon. Include details such as how you will recruit staff, select work sites, reach those needing help, etc. Include a timeline and benchmarks for completing important phases of the project. Define the measurable outcomes you seek to achieve.
- **Explain why this project is needed in your community.** Use examples and statistics to demonstrate this need. Testimonials from the private sector and those benefiting directly from the project are effective.

Tips for Preparing a Grant Proposal

- **Indicate other funding sources.** Grants are awarded to projects that will continue once the grant funding expires. Strong financial support from third parties indicates the project will be sustainable.
- **Focus on the needs of those the projects serves,** not the needs of the organization facilitating the project.
- **Anticipate challenges.** Explain how potential barrier to the project's success will be addressed and overcome.
- **Double check your budget proposal numbers.** An inaccurate or unrealistic budget proposal hurts your credibility with potential funding sources. A budget proposal must address all of the project's objectives and plans.

Tips for Preparing a Grant Proposal

- **Describe a process of evaluation** to measure the success of the project. Define the measurements objectives in quantitative terms.
- **Be consistent.** Make sure terminology and objectives remain the same throughout the proposal.
- **PROOFREAD, PROOFREAD, PROOFREAD!** Errors in grammar and spelling have doomed many worthy grant proposals.

Components of a Successful Grant Proposal

- **Executive summary** Brief summary of the proposed project in the form of a cover letter at the beginning of the proposal. Best if written after the proposal is developed.
- **Introduction** Include biographies of key staff; organization goals; philosophy; history; success stories; other funding sources; and information establishing the organization's credibility and legitimacy relating to the objectives of the grant maker.
- **Statement of need** Focus on issues the grant will address and why these issues are important to your community. The statement should include: the purpose of the proposal; direct beneficiaries; others indirectly affected; current methods used to address the problem; sustainability strategies; and a plan for solving the problem. Include data about the issues causing the problem in your community. Examples and statistics are effective methods for demonstrating the need for the grant.

Components of a Successful Grant Proposal

- **Evaluation** The evaluation should answer the following questions: How will you know when your project objectives will be achieved. What methods will be used to reach these conclusions? Will you conduct the evaluation or hire an independent evaluator?

Your method for evaluating outcomes will demonstrate your understanding of the differences between project activities and objectives, thus giving your project greater credibility in the eyes of proposal reviewers. The expected outcomes of the project should be measured quantitatively. Keep the evaluation process flexible in case it needs revision at some point during the project.

Components of a Successful Grant Proposal

- **Sustainability** Detail a strategy for funding the project once the grant expires and describe other resources necessary to ensure the success of the project.
- **Budget Proposal** Justify all project expenses and be consistent with the proposal narrative. Include: salaries of project staff; workspace and equipment; and insurance costs. Be realistic in your cost estimates.

Prepare the budget according to what you believe will be needed to accomplish the work. Remember: budgets are your best projections of what the work will cost at the moment you prepare the proposal.

Before Submitting Your Proposal

- **Find a third party to review the proposal for clarity and errors.** Many reviewers will disregard a proposal at the sight of an error.
- **It is always a good idea to have personal contact** with the program specialist listed in the grant application guidelines. The specialist is the one person who knows exactly what the agency is looking for in regards to grant applications.
- **Make sure the proposal is presented professionally and in accordance with the grant application guidelines.** An attractively presented application package will make a good first impression with reviewers.
- **Make sure forms are signed by the appropriate officials of your organization.** A missing or misplaced signature can disqualify your proposal from consideration.

Before Submitting Your Proposal

- **Allow for enough time and postage when mailing your proposal.** Keep in mind mail sent to the Washington, DC often takes more time to deliver due to security precautions. Also, **make sure** the application package is addressed to the parties specified in the grant application guidelines.
- **Contact my office!** Let us know when you apply for a grant. We are always more than happy to help.

After Submitting Your Proposal

- Prepare to wait **three to nine months** for a decision on whether your proposal was accepted.
- **Should your proposal be accepted, be prepared to adhere to regulations regarding how you can draw funds.** You may be required to establish an accounting system to meet federal standards on submitting periodic reports on how grants are spent.
- Should your proposal be rejected, **learn from the experience.** Contact the program specialist to ask for specific comments on why your proposal was not accepted. This constructive criticism will increase your chances of receiving a grant the next time you apply. In many cases, proposals are turned down simply due to an abundance of qualified applicants.

Where to Find Private Grant Resources

Occasionally, a grant request is better suited by a private or corporate foundation. Here are a few online resources for finding foundations:

Where to Find Private Grant Resources

The Foundation Center www.fdncenter.org



The screenshot shows the homepage of The Foundation Center. At the top left, it says "THE FOUNDATION CENTER" and "Helping grantseekers succeed, helping grantmakers make a difference". The date is "February 06, 2003". A navigation bar includes "PND", "FINDING FUNDERS", "LEARNING LAB", "RESEARCHING PHILANTHROPY", "FOR GRANTMAKERS", and "MARKETPLACE". A banner for "PHILANTHROPY'S CHALLENGE" is visible, with the text "NEW! BUILDING NONPROFIT CAPACITY THROUGH VENTURE GRANTMAKING" and "FREE SHIPPING IN FEBRUARY!". The main content area features a "Spotlight on Youth" section with the heading "Youth in Philanthropy: Tell Your Story" and a globe icon. To the right, there is a section for "Foundation Grants to Individuals Online" with a small graphic of people and the text "Quickly search detailed descriptions of over 5,200 foundation programs for students, artists, researchers, and other individual grantseekers. Only \$9.95 for a one month subscription!". Below that, "Upcoming Training Programs" lists "Proposal Writing Seminars" for March 5 in Boston, MA and March 12 in New York, NY, and "Grantseeking on the Web" for March 21 in New York, NY. A sidebar on the left has a "SIGN IN HERE" section with "User Name:" and "Password:" fields, a "Log In" button, and a "NEW? REGISTER NOW!" link. At the bottom left, there is a "Philanthropy's Response to 9/11" link and "THE FOUNDATION DIRECTORY ONLINE" and "FOUNDATION GRANTS" links.

The Foundation Center provides information on all aspects of grant seeking including information on hundreds of philanthropic organizations, guidelines for preparing grant proposals, and links to other useful Web sites.

The Center has an exhaustive database on foundation grant allocation and offers a variety of training and research opportunities.

Where to Find Private Grant Resources

Long Island Community Foundation www.licf.org

The screenshot shows the homepage of the Long Island Community Foundation. At the top left is the logo: "Long Island Community foundation" with "A Division of The New York Community Trust" below it. To the right is the tagline "Helping Long Islanders Make A Difference". Below the tagline is a navigation bar with buttons for "About Us", "Mission", "Staff", "Board", and "Home". On the left side, there is a vertical menu of red buttons: "LICF", "Donor Services", "LIUU Fund", "LITAC", "ERASE Racism", "Grant Guidelines", and "2001 Grants". In the center, the "Long Island Community Foundation" logo is displayed in a large, stylized font. Below the logo is a paragraph of text: "The Long Island Community Foundation is one of several hundred [community foundations](#) throughout the United States that together comprise the nation's fastest growing form of philanthropy. Founded in 1978, the Long Island Community Foundation serves as the Long Island arm of [The New York Community Trust](#) for the 3 million residents of Nassau and Suffolk Counties."

The Foundation supports efforts starting, changing, or accomplishing specific and concrete objectives addressing the needs of those disadvantaged, economically or otherwise.

Answers to frequently asked questions, detailed application guidelines, and contact information can be found at the Foundation's Web site.

Where to Find Private Grant Resources

New York Regional Association of Grant makers: Resources for Grant seekers

www.nyrag.org



The screenshot shows the NYRAG website interface. The header includes the NYRAG logo and the tagline "Jobs Market/Resources for Nonprofits". A navigation menu on the left lists: MEMBER LOGIN, HOME, RESOURCES FOR PHILANTHROPY, ABOUT NYRAG, CALENDAR OF EVENTS, MEMBER DIRECTORY, SEPTEMBER 11 RESOURCES, MARKETPLACE, and JOBS & RESOURCES FOR NONPROFITS. The main content area is titled "For Grantseekers" and lists three resources:

- NYRAG Publications for Nonprofits**: NYRAG's Membership Directory and NYRAG Times newsletter are available to the public. Includes a link to "Publications Order Form (56K) [download]".
- New York/New Jersey Area Common Application Form (CAF)**: A four-page format accepted by over 60 funders which helps streamline the grant application process. NYRAG has developed this form to assist in the often time-consuming grant preparation process. **Do not return the form to NYRAG. Instead, send the form to one or more of the foundations that accept it.** Includes a link to "Common Application Form [download]".
- New York/New Jersey Area Common Report Form (CRF)**: A report format currently accepted by about 30 funders which helps streamline the grant reporting process. Includes a link to "Common Report Form [download]".

NYRAG provides many programs and resources for area nonprofits including a common grant application accepted by over 60 area grant making organizations.

Where to Find Private Grant Resources

The New York Community Trust

www.nycommunitytrust.org

WELCOME to THE TRUST

The New York Community Trust

NYCT

SEPTEMBER 11TH FUND

THE SEPTEMBER 11TH FUND WAS ESTABLISHED BY UNITED WAY AND NEW YORK COMMUNITY TRUST TO MEET THE IMMEDIATE AND LONGER-TERM NEEDS OF VICTIMS, THEIR FAMILIES, AND COMMUNITIES AFFECTED BY TERRORIST ATTACKS OF SEPTEMBER 11TH

For information go to:
[The September 11th Fund](#)

Established in 1924, the Trust has distributed \$127 million to charitable organizations throughout the world with a particular focus on New York City, Long Island, and Westchester County.

The Trust offers grants in four areas: Arts, Education, and the Humanities; Children, Youth and Families; Community Development and Environment; and Health and People with Special Needs.

Where to Find Private Grant Resources

Network for Good

www.networkforgood.com/npo

The screenshot shows the Network for Good website homepage. At the top left is the logo "Network for Good" with a stylized figure. To its right is the text "Nonprofit Resources" and a navigation menu with links for "about us", "contact us", and "help". Below the logo is a horizontal navigation bar with tabs for "HOME", "FUNDRAISING", "VOLUNTEERS", "ADVOCACY", "TECHNOLOGY", and "CITIZEN RESOURCES". A search box labeled "Short Cuts" is on the right. The main content area is divided into three columns. The left column has a "QUICK START" section with four items: "Receive Online Donations", "Recruit Volunteers", "Encourage Action", and "Download User Manual", each with a "GO" button. The middle column has a "Welcome!" section with a paragraph about the organization's mission, a link to a "Web site for citizens", and a "Fundraising Online" section with a dollar sign icon and a paragraph about increasing revenues. The right column has two promotional boxes: one for the "4th Annual e-Philanthropy Conference" and another for "Get started with Network for Good" with links to download a user manual and get Acrobat Reader. At the bottom right, there is a "join our nonprofit web survey group!" button.

The Network's mission is to build an online community to help nonprofit organizations receive donations, seek partnerships, recruit volunteers, and communicate with other organizations.

Where to Find Private Grant Resources

Gifts In Kind International

www.giftsinkind.org

The screenshot shows the homepage of Gifts In Kind International. At the top left is the logo with the tagline "The world's leading charity in product philanthropy". To the right is a registration form with the text "Enter Your Registration Number" and a "GO >" button. A left-hand navigation menu lists categories like INFORMATION, PROGRAMS, and NEWS. The main content area features several articles: "NSSEA members and Gifts In Kind team up to support schools.", "Donation of the Week: Capture digital images! For registered members only.", and "The Walt Disney Company" with a red banner stating "#73 in Fortune 500 the #2 Media Corporation in the world participates in Gifts In Kind International's Retail Donation Partner (RDP) Program by donating to hundreds of communities worldwide from its 425+ locations".

Gifts In Kind International serves as a conduit for the donation of products, goods, and services from the private sector to the charitable sector. Top manufacturers and retailers rely on Gifts In Kind International to design and manage their donation process.

In 2001 alone, Gifts In Kind International and its 350-plus global affiliates distributed more than \$675 million dollars in quality products to a network of more than 50,000 charitable nonprofits around the world.

Where to Find Private Grant Resources

The Chronicle of Philanthropy

www.philanthropy.com

The screenshot shows the homepage of The Chronicle of Philanthropy. At the top, it reads "THE CHRONICLE OF PHILANTHROPY THE NEWSPAPER OF THE NONPROFIT WORLD" and "Thursday, February 6, 2003". The page is divided into several sections: "Updates" with articles on tax breaks, aid for charities, and grant making; "From the Current Issue" featuring a photo of a woman and an article about charity officials; "Jobs" with 470 positions available; "Grants" with over \$236 million in funding; and "Resources" including employer profiles and a technology guide. A sidebar on the left contains navigation links like "Subscribers", "How to subscribe", "Site Sampler", "SEARCH THE SITE", "SITE MAP", and "SECTIONS: Front Page, Gifts & Grants, Fund Raising, Managing Nonprofit Groups, Technology, Jobs".

Subscribers [log in](#) | [help](#)

How to subscribe
Site Sampler

SEARCH THE SITE

SITE MAP

SECTIONS:
[Front Page](#)
[Gifts & Grants](#)
[Fund Raising](#)
[Managing Nonprofit Groups](#)
[Technology](#)
[Jobs](#)

FEATURES:
[Guide to Grants](#)
[Ideas & Resources](#)
[The Nonprofit Handbook](#)
[Facts & Figures](#)

THE CHRONICLE OF PHILANTHROPY
THE NEWSPAPER OF THE NONPROFIT WORLD

Thursday, February 6, 2003

Updates

[President](#) seeks tax breaks to encourage charitable giving (2/3/2003)

[Bush](#) proposes \$1-billion in new aid for charities (1/29/2003)

[Packard Foundation](#) announces cuts in grant making (1/23/2003)

[United Ways](#) agree to new accountability standards (1/23/2003)

[More news...](#)

From the Current Issue

[Bracing for a Slow Year](#)
Charity officials like Susan M. Tellem, of American Tortoise Rescue, are redoubling their fund-raising efforts to deal with the sluggish economy and government budget cuts. Read this article [free](#).
(Photograph by Todd Bigelow/Aurora)

[21st-Century Sell](#)
Two companies are trying to make forming a private foundation as easy as opening an online checking account.

Jobs

More than 470 [positions available](#) with 48 just added. (2/6/2003)

Grants

[More than \\$236-million](#), from the January 23 issue of *The Chronicle*.

Resources

[Employer Profiles](#): In-depth information provided by nonprofit employers.

[Technology Guide](#): Information from 44 technology companies that serve nonprofit organizations.

“The Newspaper of the Nonprofit World” posts weekly requests for grant proposals from both private and corporate foundations.

The Chronicle offers information on nonprofit management, in-kind gifts, and nonprofit news.

Where to Find Private Grant Resources

Nonprofit Guides www.npguides.org



[FAQ](#)
[Feedback](#)
[Home](#)

non-profit guides

grant writing tools for
non-profit organizations

[Overview](#)

[Basic Steps](#)

[Pre-Proposal](#)

[Inquiry Letter](#)

[Full Proposal](#)

[Components](#)

[Cover Letter](#)

[Cover Sheet](#)

[Budget](#)

[Proposals](#)

While not a place to find potential funders, Nonprofit Guides is a great resource to help you prepare your grant proposal.

Nonprofit Guides offers a comprehensive grant writing guide, sample inquiry letters, budgets, and grant applications.

Tips for Applying for Private and Corporate Grants

- **Learn as much as possible** about the grant making organization before applying.
- Make sure your request falls within **the organization's priorities and philosophy.**
- **Request a copy of the foundation's annual report and review a listing of its recent grant awards.** Make sure your request "fits" with its giving philosophy.
- **Many grant making organizations require a letter of introduction or intent before inviting formal grant requests.** Find out an organizations guidelines before preparing a formal proposal
- **Never "drop-in" on a grant making organization and request a meeting.** Call to make an appointment before approaching a grants officer.